



## North Dakota Department of Health HIPAA Policy

<b>Policy Title:</b>	<b>Designation of an Information Security Officer</b>	
<b>Policy Number:</b>	S-002	Version: 1.0
<b>Reference:</b>	45 CFR 164.308 (a)(2)	
<b>Applicability:</b>	Department of Health	
<b>Approved By:</b>	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
<b>Effective Date:</b>	April 14, 2003	

### **Policy:**

The NDDoH will have a Health Insurance Portability and Accountability Act (HIPAA) information security officer.

### **Exceptions:**

None

### **Procedure:**

- The NDDoH State Health Officer will designate a information security officer.
- The information security officer or designee will be responsible for the NDDoH security policies and procedures, including:
  - The development and implementation;
  - The monitoring of NDDoH compliance;
  - NDDoH Staff training and awareness of these policies.
- Documentation of the designation of the security officer will be retained for a minimum of six (6) years from the date of its creation or the date when it last was in effect, whichever is later.

### **Related Forms:**

None

### **Definitions:**

*NDDoH* – North Dakota Department of Health